



Minutes NV IT Operations Committee (NITOC)

DATE	February 12, 2004
TIME	1:30 PM
LOCATION	Kinkead Conference Room, Carson City
RECORDER	Maggie Thorne

ATTENDANCE

Chair Name	Present	Co-Chair Name	Present
Terry Savage, Chair E-Gov	✓	Bob Beers, Co-Chair E-Gov	
Mike Hillerby, Chair, Strategic Plan		Perry Comeaux, Co-Chair, Strategic Plan	
Kathy Ryan, Chair, ITPOC	✓	Roberta Roth, Co-Chair, ITPOC	
Chuck Connor, Chair, IT Workforce		Janice Rhode, Co-Chair, IT Workforce	✓
Vacant, Chair, Tech. Standards & Architecture		Dave McTeer, Co-Chair, Tech. Standards & Architecture	✓
Teri J. Mark, Chair, NERC	✓	Vacant, Co-Chair NERC	
Alan Rogers, Chair Justice IT Integration		Vacant, Co-Chair Justice IT Integration	
Randy Potts, Chair, Security	✓	Jerry Beauchamp, Co-Chair, Security	

Other attendees

Name	Name

CALL TO ORDER

Terry Savage called the meeting to order at 1:30 pm

REVIEW OF MINUTES AND AGENDA CHANGES

THE MINUTES FROM THE DECEMBER 11, 2003 MEETING WERE REVIEWED AND APPROVED.

CHAIRMAN REPORT

Terry discussed the following items:

- Tax RFP process to choose a vendor going smoothly – projecting to have the vendor on board in July. Project Manager Dave Haas working out well.
- Will be attending the National Convention of State CIOs in April.
- DoIT preparing for the 06/07 budget – meeting regularly with the Budget office.

DECISIONS¹

Item No.	Decision

¹ *Decision*: Reaching a conclusion... particularly in response to a course of action.

1.	An Exemption Request Form submitted by George Hollingsworth for exemption to PSP 4.61 was reviewed. <u>THE EXEMPTION WAS APPROVED WITH THE FOLLOWING REVISION: That each Tech would have a unique and identical password to use throughout all domains rather than having one password that all Techs would share.</u>
2.	An Exemption Request Form submitted by Dennis McHugh for exemption to PSP 4.61 was reviewed. <u>THE EXEMPTION WAS APPROVED AS PRESENTED.</u>
3.	<u>A REVISION REQUEST TO REVISE FORM 2.03 WAS APPROVED AS PRESENTED.</u>
4.	<u>A REVISION REQUEST TO PSPs 4.02 THROUGH 4.65 REMOVING THE GOVERNOR'S SIGNATURE BLOCK WAS APPROVED AS PRESENTED. (Note: This change will only affect PSPs from this date forward.) Both the Statewide Template and Interim Templates were amended to reflect the changes.</u>
5.	<u>A REVISION REQUEST TO PSP 4.01 (Security Charter) WAS APPROVED AS PRESENTED.</u>
6.	<u>A REVISION REQUEST TO REVISE 4.06 WAS APPROVED AS PRESENTED.</u>

AGENDA ITEMS

1.	Discussion on BDRs Kathy Ryan distributed copies of BDRs prepared by DoIT for consideration to submit for the next budget cycle. It was agreed that these BDRs be presented to the IT Workforce Committee for review and that the Committee provide their recommendations to NITOC at their March Meeting. Both Janice Rhode and Kathy Ryan agreed to bring this matter to the IT Workforce Committee.
2.	Oversight of QA Function Terry informed the members of NITOC that Randy Potts would be assuming the QA function along with his current Security functions and that he would be filling a vacant position in the very near future to handle QA.

COMMITTEE REPORTS

1.	IT Project Oversight – Kathy Ryan indicated that the Committee continues to meet monthly and are currently overseeing 8-10 projects. She indicated she would have the Report for the Governor (with January data) finalized shortly.
2.	NERC – Teri Mark reported that the Steering Committee (comprised of 9 members) had their first meeting and comply with the open meeting laws. Terry asked to discuss with Rochelle Summers about adding a qualifier on all RFPs regarding Open Contracts and protest bonds.
3.	IT Work Force – Janice Rhode reported that all is going well and communication between the Committee and the Dept of Personnel has developed into a good working relationship. The Committee is currently reviewing the DBA manager series.
4.	Justice IT Integration – In the absence of Alan Rogers, no report was given.
5.	Strategic Planning – In the absence of Alisanne Maffei, Terry distributed a report of the Committee's activities to the NITOC members and commented that this Committee (comprised of the Chief of Staff, Budget Director and Dept heads) is becoming a viable and active Committee for the State.
6.	Tech Standards & Architecture – Inactive through March 2004
7.	Security – Randy Potts distributed an article on Centralized Orchestration of Information Security to the members for their review. He mentioned that he would be filling the open Security and QA positions soon. Randy mentioned that he would be making a presentation on Security before the Strategic Planning Committee at their next meeting.
8.	NCSC – In the Absence of Mark Blomstrom, no report was given.

ACTION ITEMS²

Item	Opened	Description	Assigned	Due	Closed
9.	7/11/02	Draft inter-committee working relationship policy statement.	Terry Savage	Sometime Soon	
13.	12/11/03	ITPOC to send Monthly report on project status to Governor's Office	Kathy Ryan	1/1/04	

OTHER ISSUES

None

ADJOURNMENT

The meeting was adjourned at 3:05 PM... Next meeting scheduled for March 11, 2004.

² *Action Item*: A commitment to complete an action or an assignment.